

**CONFIDENTIAL**

X1A

7 March 1955

Director of Training

**Step Increases for WB Personnel**

1. In a recent discussion between [REDACTED] Personnel Officer, Headquarters, and [REDACTED] Personnel Officer, [REDACTED] the latter raised the question of the policy and procedures required to promote Wage Board personnel to the fourth step. Until further notice, the procedures as outlined herein will apply.

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2. Advancement from the third to the fourth step is restricted to outstanding employees as designated by supervisor, required a minimum of 52 weeks of service in the third step, and should be initiated by the immediate supervisor. In addition to the time and ability criteria, the employee's work performance must exceed "normal requirements with respect to quantity and quality." The employee must also:

(1) have demonstrated that he readily adapts himself to new and changing job situations with much less than the usual amount of supervisor instruction and follow-up,

(2) frequently have been given assignments which demand a higher degree of quality, speed, skill, or accuracy than is normally required,

(3) frequently have been given assignments requiring the solution of problems unusual to the operation or type of work involved, or

(4) frequently have been selected to work with or "break in" new employees or other employees on new or changed operations.

3. It should be emphasized that only outstanding employees should be recommended for the fourth step. Any recommendations

Document No. 605 3P

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 21 May 78 By: OR

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approved through the chain of command [REDACTED]  
Base should be forwarded to Headquarters, OTR Personnel Officer,  
for review and final approval.

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MATTHEW BAIRD

OTR/LGW:ec

Distribution:

Orig. & 1 - Addressee  
1 - [REDACTED]  
1 - DTR ✓  
1 - OTR/Pers.

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Approved For Release 2001/07/28 : CIA-RDP61-00017A000300110005-6

## ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

POLTR  
1101 Alcott

TELEPHONE

NO.

DATE

9 March 1955

TO

ROOM NO.

DATE

REC'D

FWD'D

OFFICER'S INITIALS

TELEPHONE

COMMENTS

1.

11-A

3/9

3/10

mbyp

1. For signature and return.

2.

1103

3/16

3/17

MB

1 to 2

Page one of the second memo will have to be redone before dispatch.

3.

11

3/17

3/18

pm

Pls. send DTA copy back on 2nd letter (copy)

4.

11

Lorraine

Also pls. show for second ltr.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

3- Please redo first page of ~~second~~ memo & send DTR's copy to Lorraine using this routing sheet. MB.

4. Lorraine: The first page of this memo was corrected grammatically, and will be forwarded to col/50. This is your file copy.

FORM

51-10

PREVIOUS EDITIONS

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